



# Place an Order

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## Purpose of This Topic

This topic explains how to use key shopping features for placing orders on the U.S. Mint's Online Product Catalog web site.



This topic assumes that you have already located the item being ordered. It does not explain how to search for items. For more information on searching for items, see the topic titled [Search for a Product](#).

## Key Shopping Features of the U.S. Mint's Online Product Catalog

- **My Account:** Create an account to take advantage of special member services and privileges.
- **Wish List:** Store a list of your favorite items so that you do not have to search for them when you decide to order them.
- **Shopping Cart:** While shopping, add items to your shopping cart until you are ready to check out.
- **Quick Checkout:** Use the U.S. Mint's Quick Checkout feature to speed up the checkout process for all of your orders.



# Place an Order (Optional) Log In to Your Account

U.S. Mint Online Catalog

12/11/2003

## Steps for Placing an Order

### (Optional) Log In to Your Account



If you want to take advantage of the U.S. Mint's special member services and privileges, we recommend that you create an account and log in to your account before you shop for items. Most of the features discussed in this topic require that you [create an account](#).

1. Display the **U.S. Mint Online Catalog Home page** by clicking the **Catalog Home** link (labeled "A" in Figure 1).

Figure 1. Catalog Home Link



2. If you have a personal account, and if you are not currently signed in, do one of the following:
  - Click the **Sign In** link, located just below the main page banner (labeled "B" in Figure 2), or
  - Type your **User Name** and **Password** in the **My Account** area on the right side of the page (shown in Figure 3).

Figure 2. Sign In Link





## Place an Order (Optional) Log In to Your Account

Figure 3. My Account Area

My Account

**Create My Account**

Take advantage of additional services and privileges.

User Name

Password

**Sign In**

**Forgot Password**



After you have signed in to your account, a welcome message displays your name, and the **Sign In** link reads "Sign Out."

Figure 4. Welcome Message



### From Here...

- Go to one of the following sections:
  - [Add an Item to Your Wish List](#)
  - [View or Manage Your Wish List from Any Page](#)
- [View all topics related to ordering products](#)
- [View the Main Topic page](#)



## Place an Order

### Add an Item to Your Wish List

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### Add an Item to Your Wish List

If you find an item of interest but do not want to purchase it right away, you can store the item in your *Wish List* as a reminder. By storing an item in your Wish List, you can quickly view the item's description and pricing information without having to search for the item again.

- Items added to your Wish List are removed after one year.
- Items that are no longer available for purchase are removed from your Wish List.



You must have a U.S. Mint Online Product Catalog account to create a Wish List. See the topic titled [Create an Account](#).

#### Steps:

1. Locate an item to be added to your Wish List.
2. Click the **Add to Wish List** button.
  - If you have not logged in to your account, the **Please Sign In** page appears. Type your User Name and Password, then click **Submit** to view the **My Wish List** page.
  - If you have logged into your account, the **My Wish List** page appears. This page is shown in Figure 5.

Figure 5. My Wish List Page



3. Click the **Continue Shopping** button to resume shopping.



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## View and Manage Your Wish List from Any Page

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### View and Manage Your Wish List from Any Page

While shopping for items or browsing the U.S. Mint's Online Catalog, you may want to view and/or manage your Wish List. To access your Wish List, perform the following steps:

1. Log in to your account. If you need help performing this task, see the section titled [\(Optional\) Log In to Your Account](#).
2. From any page, click on the **My Account** link, located on the top navigation bar, just beneath the page banner. The My Account link is shown in Figure 6.

Figure 6. My Account Link



3. On the **My Account - <Your Name>** page, click on the **My Wish List** link to display your Wish List. The page shown in Figure 7 appears.

Figure 7. My Wish List Page





# Place an Order

## View and Manage Your Wish List from Any Page

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Table 1 describes the features on the **My Wish List** page.

**Table 1. My Wish List Page Features**

Feature	Description
Product Name	Lists the product name and catalog number.
Price	Displays the current price.
Availability	Indicates whether the item is currently in stock.
Buy This Item	Enables you to mark the item for purchase. <i>If you check this box and click the <b>Update List</b> button, the selected item is moved to your Shopping Cart.</i>
Delete Item	Removes an item from your Wish List.
Continue Shopping	Returns to the Catalog Home page.
Clear List	Removes all items from your Wish List.
Update List	<i>If you check the <b>Buy This Item</b> check box for any item, moves the checked item to your Shopping Cart.</i>
Other Item(s) for Your Collection	Lists items that may interest you. These items are similar to other items that you have previously added to your list.

4. *If you decide to buy any of your Wish List items, do the following:*
  - (a) Check the **Buy This Item** check box.
  - (b) Click the **Update List** button. The selected item is moved to your Shopping Cart, and the **Checkout - Shopping Cart** page appears. The Shopping Cart is covered in the next section, [Add Items to Your Shopping Cart](#).

### From Here...

- Go to the next section: [Add Items to Your Shopping Cart](#)
- [View all topics related to ordering products](#)
- [View the Main Topic page](#)





## Place an Order

### Add Items to Your Shopping Cart

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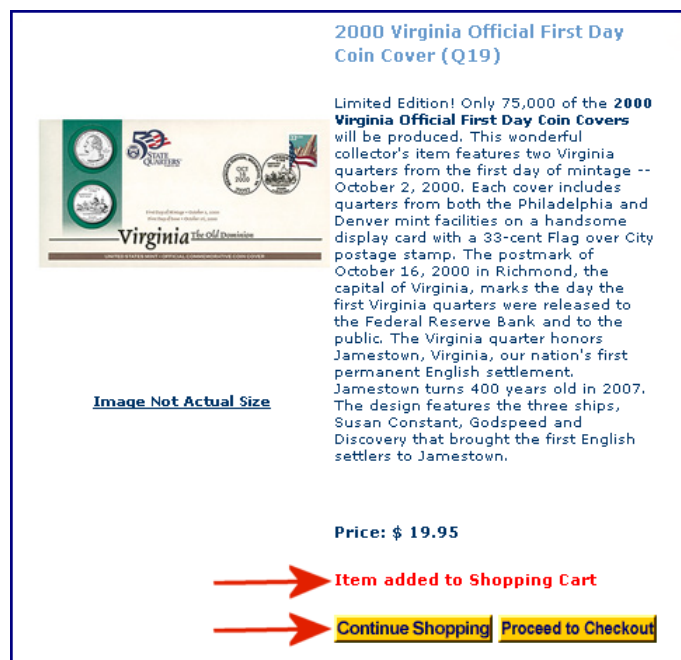
### Add Items to Your Shopping Cart

As you shop on the U.S. Mint's Online Product Catalog site, you set up orders by adding items to your Shopping Cart.

#### Add Items from a Product Description Page:

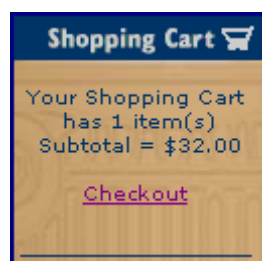
1. After locating a product that you want to buy, click the **Add to Cart** button. The current page refreshes, and the following two changes are visible:
  - (a) A confirmation message appears below the product description. The message, as well as the buttons for proceeding to the next step, are shown in Figure 8.

Figure 8. Product Detail with Shopping Cart Confirmation Message



- (b) The following message appears on the upper right side of the page: *Your Shopping Cart has X item(s)*. The message is followed by the current subtotal and a **Checkout** link. See Figure 9.

Figure 9. Shopping Cart Confirmation with Checkout Link





## Place an Order

### Add Items to Your Shopping Cart

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2. *If you want to resume shopping*, click the **Continue Shopping** button to return to the Catalog Home page.
3. *If you want to complete your order*, click the **Proceed to Checkout** button.  
The **Checkout – Shopping Cart** page appears. This page is covered in the section titled [Complete Your Order](#).

#### Transfer Items from Your Wish List:

1. For each Wish List item you want to buy, check the **Buy This Item** check box.
2. Click the **Update List** button.  
The selected items are moved to your Shopping Cart, and the **Checkout – Shopping Cart** page appears. This page is covered in the section titled [Complete Your Order](#).

#### From Here...

- Go to the next section: [Complete Your Order](#)
- [View all topics related to ordering products](#)
- [View the Main Topic page](#)





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## Complete Your Order

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### Complete Your Order

When you click the **Proceed to Checkout** button or the **Checkout** link, the **Checkout – Shopping Cart** page appears. The page is shown in Figure 10.

Figure 10. Checkout Page

UNITED STATES MINT ONLINE CATALOG

SERVING AMERICA SINCE MDCCXCII

UNITED STATES MINT Catalog Home What's New My Account Track Order Shopping Cart

Edit My Account Sign Out

**Current Process Step**

Checkout [Shopping Cart](#)

1 Shopping Cart 2 Billing Address 3 Shipping Address 4 Order Review/Payment 5 Order Confirmation

Product Name	Quantity	Price (each)	Availability	Gift Box (See Sample)	Gift Box (price)
2000 Virginia Official First Day Coin Cover (Q19)	1	19.95	In Stock	<input type="checkbox"/>	5.95

Subtotal (w/o Shipping & Handling): 19.95

Brochure Information (Optional)

Source Code:

Update Cart Empty Cart View Wish List Quick Checkout Continue Checkout Continue Shopping

Other Item(s) for Your Collection

Table 2 describes the features on the **Checkout** page.

Table 2. Checkout Page Features

Feature	Description
Current Process Step	Indicates the current step in the checkout process. The steps are Shopping Cart, Billing Address, Shipping Address, Order Review/Payment, and Order Confirmation.
Product Summary	All products being purchased are listed in the center of the page. The following information is displayed for each product:
	Product Name Lists the product name and catalog number.
	Quantity Shows the number of each item ordered. The default is one (1). To change the quantity, (a) Enter a new number. (b) Click <b>Update Cart</b> .
	Price Displays the current price.
	Availability Indicates whether the item is currently in stock.



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Feature	Description	
Product Summary (Cont'd)	Gift Box	Enables you to specify whether the item is a gift. Check the box to have the item shipped in a gift box. Click the <b>See Sample</b> link to view a pop-up window with a picture of the gift box.
	Gift Box (price)	Displays the price of the gift box.
Source Code	Enables you to enter the code that is displayed on the order form in U.S. Mint catalog mailings and media advertisements. Completing this optional field helps the Mint to determine which offers interest you.	

The buttons at the bottom of the **Checkout – Shopping Cart** page differ slightly, depending on whether you are a registered *member* (that is, you have created an account) or a *non-member* (that is, you have not created an account).

Figure 11. Member Buttons



Figure 12. Non-member Buttons



Table 3. Description of Checkout Page Buttons

Click This Button...	To do this:
Update Cart	Updates the page subtotal to include changes in quantity or charges for gift boxes.
Empty Cart	Removes all items from the Shopping Cart.
View Wish List	( <i>Members Only</i> ) Displays your Wish List.
Quick Checkout	( <i>Members Only</i> ) Appears only if you have enabled the <b>Quick Checkout</b> option. Click this button to go directly to the <b>Order Review/Payment</b> page and skip the billing and shipping verification pages.
Continue Checkout	Proceeds to the remaining steps in the checkout process.
Member Checkout	( <i>Non-members only</i> ) Displays the <b>Please Sign In</b> page. In case you do not already have an account, the page includes a link for creating an account.
Continue Shopping	Leaves the current item(s) in the Shopping Cart and returns to the Catalog Home page.



## Place an Order Complete Your Order

3. Perform one of the following actions:
  - If you are a member, and if you have not enabled the **Quick Checkout** option, click the **Continue Checkout** button, then proceed to Step 4.
  - If you are a member, and if you have enabled the **Quick Checkout** option, click the **Quick Checkout** button, then skip to Step 7.
  - If you are a non-member, click the **Continue Checkout** button, then proceed to Step 4.
4. If you clicked **Continue Checkout** in Step 3, the **Billing Address** page appears. Verify (or enter) your address information.
5. At the bottom of page, note the question: *\*Are the Billing Address and Shipping Address the same?* Click **Yes** or **No**.
6. Click the **Continue Checkout** button.
  - If you clicked **Yes** in Step 5, the **Order Review/Payment** page appears. Proceed to Step 7.
  - If you clicked **No** in Step 5, the **Shipping Information** page appears.
    - (i) Specify your shipping information and click the **Continue Checkout** button again. The **Order/Review Payment** page appears.
    - (ii) Continue to Step 7.
7. On the **Order Review/Payment** page, verify that all of the information shown is correct.
8. (Optional) In the **E-Gift Certificate** field (just below the credit card information section), enter an e-gift certificate number, *if you have one*.
9. Click one of the buttons described in Table 4.

Table 4. Order Review/Payment Buttons

Click This Button...	To do this:
Cancel	Cancels the transaction and returns to the <b>Catalog Home</b> page.
Corrections	Returns to the <b>Shopping Cart</b> page so that you can make any corrections, including a change in quantity or gift packaging.
Place Order	Completes the order process and displays a confirmation page.

10. If you clicked **Place Order** in Step 9, the **Online Order Confirmation** page appears. This page displays your billing and shipping addresses, daytime telephone number, e-mail address, selected delivery option, and a summary of the product(s) ordered.
11. Click the **Close** button at the bottom of the page. You may have to scroll to see the button.

From Here... [View all topics related to ordering products](#), or [view the Main Topic page](#)